



GUIDELINES FOR ANNUAL SCHOOL BUS INSPECTION

DRIVERS COMPARTMENT

Registration/Insurance

1. Check for valid registration
2. Check insurance card for date of expiration
3. Generic documents that have no expiration date or policy number

Mirrors – Inside (Ref. SISBO Page 34)

1. Properly mounted
2. Good panoramic view
3. No deterioration
4. Brackets not broken

Sun Visor – Adjust (Ref. SISBO Page 39)

1. Properly mounted
2. Condition of visor
3. How many?
4. Brackets not broken

Wipers – Motor/Arms/Blades (Ref. SISBO Page 42)

1. Operates on both high and low
2. Operates with two speed or two speed with intermittent feature
3. Check for condition and operation

Window Washers - (Ref. SISBO Page 42)

Check for operation:

1. Check for functional spray pattern
2. Check hoses and nozzles for leaks

Instruments/Gauges - (Ref. SISBO Page 13)

Check for existence, condition and operation:

1. Speedometer and Odometer
2. Tachometer (Required on all diesel engine buses, exception to type A buses when not available – 2002)
3. Oil Pressure Gauge
4. Water Temperature Gauge
5. Fuel Gauge
6. Voltmeter/Ammeter – An ammeter is permitted in lieu of voltmeter
7. Panel Lights – Shall be of sufficient candlepower to illuminate all instruments and gauges and shift selector indicator for automatic transmission

8. **High Beam Indicator**
9. **Turn Signal Indicator**
10. **Air or Vacuum Gauge** (If applicable) A visual warning indicator (light) in lieu of gauge is permitted on vehicle equipped with hydraulic-over-hydraulic brake system
11. **Low Air/Vacuum Visible and Audible Warning** (If applicable) See Service Brakes (perform brake check)

First Aid/Fire Ext/Reflect/Body Kit (Ref. SISBO Page 23-25)

1. **First Aid & Body Fluid Kit - Check for:**
 - a. Contents and their condition
 - b. Breakable seals
 - c. Labeling and mounting (must be removable)
 - d. Moisture and dust proof container
2. **Fire Extinguisher (must have current inspection tag)**
 - a. Must have monthly inspection tag signed
 - b. Check pressure gauge for proper pressure (make sure that it is not overcharged or undercharged)
 - c. Check to see that extinguisher has a breakable seal
 - d. Check rubber hose for condition and that extinguisher's mounting is secure
 - e. Shake unit to insure that the contents are loose and not packed in the bottom
3. **Reflector Kit**
 - a. Check reflectors for condition and that three triangles are in the box securely mounted in the driver's compartment
4. **Emergency Packet for Minor First Aid (optional)**
 - a. Gloves, bandages, absorbent, and paper bag

Seat Belts/Retractor/Cutter/Holder/Seat (Ref. SISBO Page 36-37)

1. Check driver's seat to make sure that it is properly mounted, that the bolts are tight and that all of the position adjustments are working properly
2. Check seat belts for secure mounting, the belt is in good condition, and the buckle latches securely
3. Check the holder and buckle latch
4. Check that the retractor works properly
5. Check seat belt cutter to make sure that it is mounted in a location accessible to the driver when seated

Defrosters/Heaters/Aux. Fans/Noise Supr. (Ref. SISBO Page 26-28)

1. Check that the defroster and heater switches work
2. Defroster and heaters that have multiple speeds; must work on all speeds
3. Check that all defroster fans and heater pumps work
4. Check the floor heater lines for leaks

5. Check power vents for proper operation
6. Check that auxiliary fans are secure and can be adjusted
7. Underseat heaters must be checked visually with the switches on
8. Check heater filters, clean if needed
9. Check proper operation of noise override switch

Radio (Ref. SISBO Page 20)

1. Perform radio check
2. Radio is mounted securely
3. Microphone is in a clip and cord is not obstructing controls and drivers vision

Horn (Ref. SISBO Page 12-13)

1. Check horns for high and low pitch

INTERIOR

Seats (Ref. SISBO Page 36-37)

1. Check that all seat cushions are fastened securely
2. Make sure that bottom cushions and back envelopes/covers are in good condition
3. Make sure that the seat frames are attached firmly to the floor and look for any loose or broken bolts
4. Seat frames should be checked for broken welds on backs and legs
5. Check installation of any seat belts, restraining harnesses or other devices for proper attachment
6. Check installation of framework or anchorage devices for conformity to FMVSS 210
7. If bus is equipped with an emergency side door flip seat, the cushion must be designed to raise to a vertical position when unoccupied (1997 – 2002 only)

Windows – Glass/Latches (Ref. SISBO Page 41-42)

1. Check for cracks or broken/deteriorated glazing
2. Check for signs of moisture between the panes of thermo-type windows
3. Check for broken latches
4. Check for ease of operation
5. Check for obstructions and cleanliness

Floor & Steps (Ref. SISBO Page 25-floor, Page 38-steps)

1. Check for loose/torn matting
2. Check for protruding screws holding floor molding
3. Check for deterioration in sub flooring
4. Check step well tread for wear
5. Check to make sure step well rubber and front nose are secure
6. Check that wheel well cover is intact

Service Door & Linkage (Ref. SISBO Page 21-22)

- 1. Check condition of rubber molding and hinge guard for damage**
- 2. Check condition of door glass**
- 3. Check for ease of operation (25 lbs maximum pull)**
- 4. Check door linkage adjustment/ make sure it is not sprung**
- 5. Check for any hazards or obstructions**
- 6. Check for proper size and condition of head bumper pad**
- 7. Check for condition and placement of unlawful entry decal**
- 8. Check for loose hand rails**
- 9. Inspect entrance grab handle securements for its ability to catch drawstrings, back packs, etc.....**

Stanchions – Entrance Door Pad/Barrier (Ref. SISBO Page 36-37)

- 1. Check for condition of pad and cover**
- 2. Make sure that the barrier is attached firmly to the floor and look for any loose or broken bolts**
- 3. Check barrier welds**

Emergency Exits – Lettering/Buzzer/Holder (Ref. SISBO Page 22-23)

- 1. Check decals for condition and legibility**
- 2. Check for proper location of “Emergency Exit” operation instructions (15 cm from window latch)**

Door/Window Labeling - The words “Emergency Door” or “Emergency Exit” in letters at least 2” high shall be placed at the top of or directly above the emergency exit, or on the door in the metal panel above the top glass, both inside and outside the bus. Operation instructions shall be located at or near the emergency door release handle, both inside and outside of the bus. Outside may consist of a black arrow pointing in direction of handle travel. Window and roof hatch operation instructions shall be located on the interior of the bus at each exit.

Window lettering should be located above the window out of easy passenger reach. No lettering shall obstruct or interfere with the placement of operation instructions mounted on the exterior of the emergency exit door.

- 3. Check that exit(s) warning buzzer(s) work properly**

Alarms - All buses must have an alarm located in the driver’s compartment and one in the area of the emergency door which are activated whenever the ignition is in the “on position” and the door is opened. All emergency exit side windows shall include an alarm system that includes an audible warning device in the driver’s compartment. All roof hatches may also have similar warning system, but are not required. SISBO Page 23

- 4. Check that rear emergency door holder works properly**

Loose Articles – Clipboard, Cans, Etc. (Ref. SISBO Page 31 & 40)

- 1. Trash Containers – Location/Security** -The trash container when used shall be secured by a holding device that is designed to prevent movement and to allow for easy removal and replacement; and it shall be installed in an accessible location in the driver’s compartment, not obstructing passenger use of the service door or the entrance grab handle and in such a way as to prevent the entanglement of clothing, backpack straps, drawstrings, etc..

LIGHTS

Headlights/Panel Lights/Labeling (Ref. SISBO Page 13-14)

1. **Headlights - low and high beams**
2. **Panel lights - all lights must have sufficient candle power to illuminate all instruments**
3. **Labeling - should have displayable function shown**

Exterior Lights - Check for condition, operation, and existence:

(Ref. SISBO Page 31-34)

1. **Clearance/ID lights**
2. **Turn Signals/Hazard Switch**
3. **8-Lights/Indicators/Monitors**
 - a. **Check amber and red indicator lights for proper operation**
 - b. **If bus is equipped with light system monitor, check for proper operation**

Stop/Tail/Back-up Lights & Alarm

1. **All back-up lights shall meet the standards as set forth in Idaho Codes 49-920.** Bus body shall be equipped with no more than two white rear back-up lamp signals that are at least 4" in diameter or if not round – have 13 square inches of illuminated area. FMVSS 108
2. **Check for proper operation of Back-up Alarm**
3. **Check lens for dirt build-up and bad seals**

Reflectors

1. **Check for proper color and condition. All reflectors shall meet the standards as set forth in Idaho Codes 49-904, 907, 909, 910 and 911.** Shall consist of one red reflector at or near the rear on each side and two red reflectors on the rear. In addition, on any buses over 30' in length one amber reflector must be mounted on each side near the front. Reflectors shall be mounted a minimum of 24 inches and a maximum of 60 inches from the ground.

Dome Lights

Step Well Light

1. The step well light shall be illuminated by a service door-operated switch, to illuminate only when headlights or clearance lights are on and the service door is open.

Exterior Entrance Light

1. An exterior mounted light shall be mounted next to the service door to adequately illuminate the outside approach to the door. It shall be actuated simultaneously with the step-well light - 2002

Strobe Light (Ref. SISBO Page 33)

1. An optional white flashing strobe light may be installed on the roof of a school bus, at a location not to exceed 1/3 the body length forward from the rear of the roof edge. The light shall have a single clear lens emitting light 360 degrees around its vertical axis and may not extend above the roof more than maximum legal height. A manual switch and a pilot light shall be included to indicate when the light is in operation. Operation of strobe light is limited to periods of inclement weather and night time driving or whenever students are onboard. Optionally, the strobe light may be mounted on the roof in the area directly over the restraining barrier on the driver's side, may be wired to activate with the amber alternately flashing signal lamps,

continuing through the full loading or unloading cycle, and may be equipped with an override switch to allow activation of the strobe at any time for use in inclement weather or emergency situations.

ENGINE COMPARTMENT

Oil/Fuel/Water Leaks

1. **Oil and Fuel Filters – Check for condition and leakage**
2. **Check for any fluid/coolant leaks on all engine components**

Air Compressor Operation/Leaks

1. **Check compressor for condition, air and oil leaks**
2. **Physically check compressor for loose or missing hardware**
3. **Check belt condition**
4. **Check for damaged or cracked air lines**

Engine Performance Check

1. **Check engine to make sure it is running properly**

Check Radiator, Coolant and Filter

1. **Check coolant level**
2. **Check for leaks and condition of hoses**
3. **Check condition of coolant (nitrate, ph, freeze point)**
4. **Check condition of filter, change if needed**

Brake Boosters & Pumps

1. **Check electric backup motor for proper operation**
2. **Check for leaks between master cylinder, booster, and lines**

Power Steering Pump & Lines

1. **Check for leaks at the power steering pump and hydraulic lines going to the booster**
2. **Check fluid level**

All Hoses & Valves

1. **Check condition of all hoses for cracks/damage**
2. **Check for leakage**
3. **Check connections and clamps**
4. **Check hot water system valves – shutoff valve in the pressure line and one shut-off valve in the return line - location should be easily accessible**

Belts- Adjustments/Wear

1. **Visually inspect the belts for cracking, looseness, or breakage (6 cracks per inch)**
2. **Check for proper adjustment of belt**
3. **Check for loose or faulty belt - With the engine off, apply light pressure to the belt at a point midway between the pulleys. As a general rule, belt deflection should not exceed approximately ½ to ¾ inch**
4. **Check belt tensioner**

Hood – Latches/Adjustments

1. **Check for condition, cracks, and missing or loose hardware.**
2. **Check proper closure adjustment and latching**

Charging/Starting Circuits

1. Connect a volt meter to the battery to check the voltage for adequate charge (Idle-Load)

Anti-Pollution Device(s)

1. If bus came equipped with anti-pollution devices, then it must be there and should be operational
2. Inspect for securement and damage

Carburetion/Fuel Injection

1. Check for proper operation
2. Inspect for leaks
3. Inspect for securement and damage

Wiring- Bare/Loose Connections

1. Visually check that all wires passing through metal openings are protected by a grommet
2. Check for damaged or frayed wires
3. Check that wires are fastened securely
4. Check for bad connections

Check Battery/Cables/Hold Downs

1. Check for condition of battery – load test if possible
2. Check cables and hold downs for securement
3. Check for damage or rubbing
4. Check battery compartment for corrosion and condition

Engine Cleanliness

1. Visually check engine for excess grease and oil
2. Clean if needed

LUBE

Lube Chassis

1. If chassis was lubed previously - enter that date; otherwise lube now

Lube All Door Seals & Hinges

1. Lube all exposed hinges and door seals – the smallest passenger on the bus must be able to operate service, rear, and side emergency doors with ease
2. Check for proper operation and lubrication of battery and storage compartment doors

Lube All Windows & Hood

1. Lubricate all window tracks, hood hinges and latches

Check All Fluid Levels

1. Make sure that all fluid reservoirs are topped off

Engine Oil/Filter Change

1. Date Last Performed:

Fuel Filter Change

1. Date Last Performed:

Air Cleaner Service

1. **Date Last Performed:**

Trans. Oil/Filter Change

1. **Date Last Performed:**

Air Compressor Filter Change

1. **If bus is equipped with an air compressor, enter the date of the last filter change**

CHASSIS

Tie Rod Ends – Drag Link (Ref. SISBO Page 15)

1. **Check toe-in**
2. **Check for excessive play (1/2 maximum in pitman arm or drag link and no up and down play allowed in the tie rod ends)**

Steering System (Ref. SISBO Page 15)

1. **Check power steering for proper operation**
2. **Check steering wheel play (5 inches maximum for vehicles with power steering)**
3. **Inspect steering pump and gear for fluid leaks and damaged or missing dust boots**

King Pins & Bushings (Ref. SISBO Page 15)

1. **Check for excessive wear (no more than ½ inches of play measured at the top or the bottom and outside edge of the tire)**

Ball Joints (Ref. SISBO Page 15)

1. **Check for excess play (allowable wear based on manufacturer specifications)**

Clutch & Linkage Adjustment – if bus is equipped (Ref. SISBO Page 8)

1. **Check for clutch slippage**
2. **Check for throw-out bearing noise**
3. **Check for proper pedal free play**

Transmission Leaks/Mounting (Ref. SISBO Page 16)

1. **Check for proper operation**
2. **Check for proper securement and leakage**

Differential – Oil Leaks/Breather

1. **Check for fluid leaks**
2. **Check for bearing noise**
3. **Check for plugged breathers**

Drive Shaft/U-Joints/Carriers (Ref. SISBO Page 8-9)

1. **Check for condition**
2. **Check for excessive play in U-Joints**
3. **Make sure all shaft carriers are in place**

Shock Absorbers/Gas Filled or Hydraulic (Ref. SISBO Page 15)

1. **Visually inspect for excessive leakage**
2. **Check mounting bolts and brackets for looseness**

Springs/U-bolts/Shackles (Ref. SISBO Page 15)

1. Check condition of coil and leaf springs
2. Check torque rod and torsion bar for damage
3. Inspect for missing or broken bolts and shackles

Frame/Body Mounts (use torque wrench) (Ref. SISBO Page 11)

1. Inspect frame for corrosion and cracks
2. Check for missing rivets or body mount bolts/nuts – torque or replace

Exhaust System – Leaks/Hangers (Ref. SISBO Page 10-11)

1. Visually check all mufflers and exhaust systems for holes, corrosion, and securement
2. Check for broken or missing clamps and hangers – replace when necessary
3. Check tail pipe for proper length and exit from bus

Fuel Tank – Supply/Lines/Heat Shields (Ref. SISBO Page 12)

1. Check condition of fuel tank – corrosion or damage
2. Check fuel tank and lines for leakage
3. Check for wear and securement of heat shields and protective cage

Motor Mounts

1. Check for missing or cracked motor mounts
2. Check for securement

Tow Hooks – Front & Rear (Ref. SISBO Page 39)

1. Check for securement and any damage

Inspect Brakes – Record Linings/Pads (Ref. SISBO Page 6-7)

1. Record thickness of brake pads and linings on each axle
(Recording should be in 32nd of an inch measure)
 - a. LF _____ RF _____
 - b. LR _____ RR _____
2. Drum, Hydraulic, or Air Brakes must be removed at least once a year to visually inspect Drums, Linings, Cylinders, Rotors, Pads, and Calipers
 - a. Inspect for damage and cracks
 - b. Check for missing parts
 - c. Check for fluid leakage
 - d. Check for excessive wear

If the Bus is equipped with disc brakes, hydraulic or air; and the rotors and pads can be visually inspected and measured without pulling the wheels, then that is allowed.

Brake Drum/Rotor Dimension (Ref. SISBO Page 6-7)

1. Record drum diameter/rotor thickness

(Recording should be in .000 of an inch measure)

- a. LF _____ RF _____
- b. LR _____ RR _____

Log the maximum drum diameter or the minimum rotor thickness in the maintenance logs for reference.

Adjust Service Brakes

1. Check service brake adjustment and re-adjust if needed
2. Check brake pedal travel and firmness

Emergency Brakes – Test/Adjust (Ref. SISBO Page7)

1. Check driveline brake units for wear and adjustment, and that it is secure
2. Check that the brake will hold the vehicle from movement in the second lowest gear under slight acceleration

Check Master Cylinder – Bleed Air Tanks

1. Inspect master cylinder for leaks and securement
2. Make sure that fluid level is adequate
3. Drain air tanks of any accumulated moisture
4. Check tanks for leakage and proper securement

Check Brake lines/Fittings

1. Check all brake lines to insure they are mounted securely and that they are not rubbing against any object that could create a leak or cause damage to the line
2. Check for leaks at the fitting ends and where the lines are secured by holders

Check Air Dryers/Moist Eject Valves

1. Check air dryers for leaks, proper securement, and damage
2. If equipped with cartridge, change if needed

Tire Wear/Inflation (Ref. SISBO Page 16)

1. Check tires for wear; look for patterns starting to develop
3. Check tires for damage, cuts, bruising, cord separation, tread damage, and proper mounting
4. Check tires for the proper inflation

Record Tire Tread Depth

(Recording should be in 32nd of an inch measure)

1. Front: Right ____ Left ____
2. RO ____ RI ____ LO ____ LI ____

Tighten Wheel Lugs/Check Studs

1. Check wheel lugs nuts to see that they are tight and that the stud bolts are in good condition and have good threads

Wheel Bearings/Wet Hubs – Check & Repack

1. Wheel bearing should be checked to make sure that they are tight and properly adjusted
2. Repack bearings if needed
3. If oil-bath bearings, oil level should be checked

BODY

Stop Arm (Ref. SISBO Page 39)

1. Ensure paint, lettering, and decals are in good condition
2. Operates properly

Paint-Sheet Metal (Ref. SISBO Page 34)

1. Paint should be checked for fading or peeling
2. Sheet metal should be checked for sharp edges, corrosion, and body damage (Sharp edges should be repaired immediately.)

Lettering/Bus #'s (Ref. SISBO Page 29-30)

1. Check for fading or peeling

Mirrors – Outside/Rearview (Ref. SISBO Page 34)

1. Check mirrors for secure mounting
2. Check that the reflective material is in good condition and not peeling or flaking off
3. Check mirrors for damage and proper adjustment

Crossover Mirrors – Left & Right (Ref. SISBO Page 34)

1. Check mirrors for secure mounting
2. Check that the reflective material is in good condition and not peeling or flaking off
3. Check mirrors for damage and proper adjustment

Convex Rearview Mirrors – Left & Right (Ref. SISBO Page 34)

1. Check mirrors for secure mounting
2. Check that the reflective material is in good condition and not peeling or flaking off
3. Check mirrors for damage and proper adjustment

Bumpers- Front/Rear (Ref. SISBO Page 19)

1. Check for mounting securement and general condition

Reflective Material (Ref. SISBO Page 35)

1. Check condition and ensure it is not peeling or missing

SPECIAL FEATURES

Door/Lift Operation (Ref. SISBO Page 45-49)

1. Check lift door for ease of operation
2. Check for damage and ensure the latch closes properly and is secure

Open Door Warning System (Ref. SISBO Page 55-56)

1. Check for a visual and/or audible warning when the lift door is open

Seat Belt/Restraint Systems (Ref. SISBO Page 50-53)

1. Check belts and buckles for wear or damage
2. Check to make sure that they are clean and are in good operating condition
3. Check for storage when not in use. All restraints should be stored and aisle restraints should be removed from tracks

Chair Securements & Storage (Ref. SISBO Page 52-53)

1. Check belts and buckles for wear or damage
2. Check to make sure that they are clean and are in good operating condition
3. Check for storage when not in use. All restraints should be stored and aisle restraints should be removed from tracks

Kill Switch – Lift & Vehicle (Ref. SISBO Page 56)

1. Check lift to make sure that it will not operate when the lift door is closed
2. If the bus is equipped with a brake interlock, make sure that it is working and the bus cannot be moved when the lift door is open

Special Lights/Door Area (Ref. SISBO Page 54)

1. Check that the light for the lift area works properly, the light should come on when the lift door is opened
2. If bus is required to have a special light outside of the lift door, that it comes on when the lift door is opened (2002)

Universal Handicap Signs (Ref. SISBO Page 45)

1. Check that the universal symbol for the Handicap is placed on the bus and is appropriate size of 4x4
2. Location (lift door-rear door)

Track Seating

1. Check that the tracks are clean and that they are properly secured to the floor
3. Check for correct placement and securement of seats
4. Check for correct placement of wheel chair securements

Equipment & Operations Schematics (Ref. SISBO Page 49)

1. Check that all required equipment and operation schematics are present